



<https://jobs.jlproperties.com/job/maintenance-foreman/>

## Maintenance Foreman

### Description

The Maintenance Foreman is an integral part of the JL Properties, Inc. team, playing a key leadership role for daily operation, annual maintenance, and long-term health of commercial and/or residential real estate within the JL portfolio in the Fairbanks area. The Maintenance Foreman is responsible for all aspects of property day-to-day maintenance operations, including in-house work for building maintenance, plumbing, electrical, HVAC, carpentry, and painting. Directly supervises and oversees maintenance technicians at assigned property.

In addition, the Maintenance Foreman is responsible for assisting the Maintenance Supervisor in implementing a comprehensive preventative maintenance program, coordination and implementation of weekly, monthly and seasonal maintenance priorities. This position assists the Maintenance Supervisor with assigned property oversight and communication, the annual review process, training, scheduling, assignments of work, and recommendations regarding personnel actions. Employees occupying this classification inspect units for maintenance needs, assign personnel to complete the required work, reviews work in progress to ensure compliance with established procedures and safety requirements during the maintenance process, inspects units when maintenance is completed, and ensures that all opened work orders are closed.

### Responsibilities

Applicant must possess verifiable relevant experience in the building maintenance field. Applicant must have excellent communication skills, and be highly dependable, motivated, organized, and have good time management skills. 40 hours per week, M-F plus On-Call rotation.

### Qualifications

Minimum one year experience required, technical certifications desired. Applicant must have valid ADL, good driving background and pass a criminal background check.

### To Apply

Fax resume and application to Facilities Manager at:  
907-456-1280

or mail to:

JL Properties Inc.  
Maintenance Team  
455 Third Avenue Suite 100  
Fairbanks, Alaska 99701

No phone calls please.

### Hiring organization

JL Properties, LLC

### Employment Type

Full-time

### Job Location

Fairbanks

### Working Hours

M-F 8-5

### Date posted

July 20, 2022